

**NOTE:** Applications received under this vacancy announcement will be rated using Merit Staffing Procedures.

**TITLE, SERIES, GRADE:** Paralegal Specialist, GS-950-7/9/11

**SALARY RANGE:**

GS-7:	\$35,614.00-\$46,299.00* per year
GS-9:	\$43,563.00-\$56,629.00* per year
GS-11:	\$52,708.00-\$68,521.00* per year

**\*NOTE:** Salary ranges contain multiple steps. In most cases, the salary will be set at the starting end of the range for the grade level qualified.

**TYPE OF APPOINTMENT:** Permanent/Full Time

**PROMOTION POTENTIAL (IF ANY) TO:** GS-11

**VACANCY ANNOUNCEMENT NUMBER:** 05-EDCA-16(MS)

This position is also being advertised under delegated examining procedures. Please follow the instructions outlined under Vacancy Announcement #05-EDCA-13 (DEU) to be considered under those procedures.

**AREA OF CONSIDERATION:** Government-wide. Current and former permanent competitive service employees in the Federal government, including well-qualified surplus and displaced employees (CTAP and ICTAP) in the local commuting area of Sacramento, CA. Persons eligible for non-competitive appointment under a special hiring authority (See "Other Information" section of this announcement) may apply. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after substantially completing 3 years or more of continuous active service may apply.

**OPENING DATE:** 5/16/05

**CLOSING DATE:** 5/27/05

**DUTY LOCATION(S):** United States Attorney's Office, Eastern District of California, Sacramento, CA

**NUMBER OF VACANCIES:** One

**POINT OF CONTACT:** Martha Bryant

**CONTACT PHONE:** 916-554-2749

**TDD:** None

**E-MAIL ADDRESS (For Information Only):** martha.bryant@usdoj.gov

**Send application package to:** United States Attorney's Office  
ATTN: Human Resources Office  
501 I Street, Suite 10-100  
Sacramento, CA 95814

**NOTE:** Full performance level is GS-950-11. Any promotion is dependent upon performance at an acceptable level of competence.

Applications will not be accepted via fax, e-mail, or internet.

Satisfactory completion of a one year probationary period may/may not be required.

**DUTIES:** The incumbent performs a variety of complex paralegal assignments requiring significant knowledge in the area of civil litigation. Conducts in-depth legal research, analyzes issues of law and issues of fact and independently determines the need for and drafts legal pleadings, including answers, cross-claims, default papers, discovery documents, stipulations, declarations, motions, briefs in support of or opposition to motions, trial briefs, proposed orders and judgments, settlements, and consent judgments. Prepares cases for litigation. Collects, analyzes and evaluates evidence to support the position of the Government. Performs detailed and complex legal research of laws, legal opinions, agency policies and regulations, precedent cases, Federal Rules of Civil and Appellate Procedures, legal texts, and treatises bearing on the legal issues of cases. Analyzes and summarizes factual aspects of cases. Researches case law, statutes, regulations, court rules, policies, procedures and other legal authorities that are relevant to the particular issues. Assists attorneys in conducting and responding to discovery. Prepares discovery documents. Conducts interviews of potential witnesses and reviews, summarizes, and outlines trial testimony to assist the attorney in preparation for trial. Notes deficiencies in case materials and requests further investigation to correct deficiencies, or personally conducts limited investigations at the pre-trial stage. Assists attorneys in preparing for trial. Prepares and maintains trial-related documents. Prepares exhibits for trial. Advises attorneys in the most effective method of presenting cases in court using automated litigation support software applications. Provides organization and analysis of cases and documents utilizing a variety of software packages including database, spreadsheet and word processing applications such as WordPerfect, Microsoft PowerPoint, Microsoft Access, Paradox, Sanctions, Summation, Concordance, Corel Presentations, TimeMap, CaseMap, etc. Using these automated case management tools, organizes, summarizes and presents data in narrative, tabular and graphic form for use in the courtroom. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:** Applicants must meet all requirements identified in the Qualification Standards for General Schedule Positions for Administrative and Management Positions issued by the Office of Personnel Management.

At the GS-7 level, applicants must have at least one year of specialized experience comparable in difficulty and responsibility to that of GS-5 level work in the federal service. Qualifying specialized experience includes performing various paralegal duties which involved reviewing documents to extract information related to specific issues; reviewing and summarizing information on case precedents and decisions; searching for and extracting legal references in libraries and computer data banks, and attending hearings or court appearances to become informed on the status of cases.

At the GS-9 level, applicants must have at least one year of specialized experience comparable in difficulty and responsibility to that of GS-7 level work in the federal service. Qualifying specialized experience includes performing various paralegal duties which entail conducting legal research and analysis which includes evaluating evidence; identifying and researching specific problems and summarizing findings; determines the need for, prepares, maintains and files legal and technical research documents; determines facts and legal issues and prepares drafts of a variety of legal documents, such as, pleadings, motions, exhibit and fact summaries, etc.; participates in interviews of potential witnesses and prepares summary interview reports; notes deficiencies in case materials such as missing documents or conflicting statements, and requests further investigation; prepares summaries of testimony and/or depositions; prepares and organizes trial exhibits; and demonstrates experience using various automated litigation support software applications for trial presentation.

At the GS-11 level, applicants must have at least one year of specialized experience comparable in difficulty and responsibility to that of GS-9 level work in the federal service. Qualifying specialized experience for the GS-11 level of this position includes performing a variety of complex paralegal duties that entail performing extensive legal and factual research, complex analysis and writing; analyzing investigative reports and ability to determine the need for additional information and evidence; analyzing laws, regulations, rules and data; conducting limited investigation at the pre-trial stage; and demonstrates experience using various automated litigation support software applications for trial presentation.

**OR**

Applicants also may qualify based on successful completion of the following education:

For the GS-7, one full year of graduate level education which demonstrates the knowledge, skills, and abilities necessary to do Paralegal Specialist work, or a bachelor's degree with superior academic achievement (a 3.0 and above GPA, membership in one of the national scholastic honor societies, or a standing in the upper third of your graduating class or major subdivision).

For the GS-9, a master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B or J.D.

For the GS-11, a Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or an LL.M.

**OR**

Experience and education can be combined to meet the minimum qualification requirements. Experience and education should be computed as percentages of the overall requirements and must equal 100 percent when combined.

Applicants must meet all qualification requirements, including time-in-grade, no later than 30 days after the closing date of the vacancy announcement, and before placement in the position.

**EVALUATION METHODS:** Basically qualified applicants may be evaluated further to determine those who are best qualified. A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks. An examiner will review the application and responses to the KSAs and assign points of Superior (3 points), Satisfactory (2 points), Barely Acceptable (1 point), or No Experience (0 points), to each KSA. Total points will be transmuted to an overall score between 70 and 100. The Rating Schedule/Crediting Plan contains examples of tasks that demonstrate the degrees of Superior, Satisfactory, and Barely Acceptable experience. Failure to address the KSAs may result in a lower score.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Fully address each factor on a separate sheet of paper. Give examples of duties and work experience which have provided the following knowledge, skills, and abilities (KSAs). Failure to submit this information may result in a lower score in the ranking process. The factors are:

- 1) Ability to analyze legal issues and conduct legal and factual research relating to civil litigation. (Describe your experience in performing legal research and the various types of databases or other sources used. Describe the types and complexity of legal issues you have analyzed and the results of your analysis.)
- 2) Ability to draft legal documents, correspondence, and summaries of analysis. (Describe the types and complexity of legal documents developed and prepared.)
- 3) Ability to communicate orally with tact and diplomacy in order to persuade and/or negotiate on complex issues. (Describe your experience in oral communications - specifically related to a legal environment and dealing with negotiating or persuading others. Who was your audience? What type of information were you presenting? Give specific examples.)
- 4) Knowledge of the litigation system to include court rules, processes, and procedures. (Describe your legal experience to include the tasks performed in preparation for or during trial. Discuss how you have used this knowledge in trial preparation.)
- 5) Knowledge of computerized databases in a legal environment in order to gather and organize extensive documentary evidence or other voluminous case related documents for highly complex cases. (Describe the types of evidentiary databases/trial preparation software applications used along with the various functions performed.)
- 6) Skill in the use of office automation software/hardware and automated legal research/case management systems. (Incumbent is required to use appropriate word processing and other software applications to prepare a variety of documents. Describe the types of automated systems used along with the various functions performed.)

**HOW TO APPLY:** Applications received under this announcement will be rated under merit staffing procedures only. Applicants must indicate on the application which grade level(s) they wish to be considered for. If not specified, he/she will be considered only for up to the highest grade qualified.

Applicants must submit the following information:

1. The Optional Application for Federal Employment (OF-612), an SF-171, **OR** a resume. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure "Applying for a Federal Job" (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm> or through a self-service phone system at (478) 757-3000 or TDD (478) 744-2299. If a resume is submitted, it must include all of the following applicable information (applications submitted in the other approved formats listed above should also include all of the following applicable information):

**PERSONAL INFORMATION:**

- a) Full name, mailing address, and day and evening phone numbers including area codes
- b) Social Security Number
- c) Country of citizenship (this position requires United States citizenship)
- d) Veterans' preference
- e) Reinstatement eligibility (attach a copy of your SF-50 as proof of status)
- f) Highest Federal grade held, job series and length of time served at that grade

**EDUCATION:**

- a) Names of high school attended, city, state, and zip code, date of diploma or GED
- b) Name of college and university attended, city, state, zip code
- c) Majors, type and years of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- d) Copy of college transcripts if the job vacancy requests it

**WORK EXPERIENCE:**

Give the following information for paid and unpaid work experience related to the job for which you are applying (do not send job descriptions):

- a) Job title (include series and grade if a Federal job)
- b) Duties and accomplishments
- c) Employer's name and address and supervisor's name and phone number (indicate if we may contact your current supervisor)
- d) Starting and ending dates (month and year), hours per week, and salary

**OTHER QUALIFICATIONS:**

- a) Job-related training courses (title and year)
- b) Job-related skills, e.g., other languages, computer software/hardware, tools, machinery, typing speed
- c) Job-related certificates and licenses (current only)
- d) Job-related honors, awards, and special accomplishments, e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates, but do not send documents unless requested).

**OTHER DOCUMENTATION:**

- a) A copy of the latest Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis (current, Federally employed applicants and those eligible for reinstatement)
- b) A copy of a performance appraisal issued within the last 12 months (current Federally-employed applicants only)

2. A separate narrative statement addressing the required knowledge, skills, and abilities (KSAs).

3. **CTAP and ICTAP CANDIDATES:** To receive selection priority, all surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who: satisfies all medical, physical, education, experience, and selective placement factors for the vacant position; meets the established cut-off score of the crediting plan (a score of at least 85 or above without veteran's preference points based upon the responses to the knowledge, skills and abilities evaluation criteria listed above); and, can satisfactorily perform all duties of the position within a reasonable orientation period (e.g. 30 days). CTAP and ICTAP candidates must submit documents which show proof of their eligibility for selection priority. Documentation includes a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection, a copy of the most recent performance rating, and a copy of a SF-50 showing their current position, grade level, and duty location. Please annotate the application to indicate that you are applying as a CTAP or ICTAP eligible. CTAP/ICTAP applicants who are applying for selection priority to a position with promotion potential, must provide evidence that the position for which you have received a separation notice from or from which you were separated has the same promotion potential as the position for which you are applying. Failure to submit such documentation will disqualify you for selection priority.

4. **VETERAN'S PREFERENCE:** Veterans must submit a copy of their DD-214 as proof of entitlement to veteran's preference. Veterans

claiming a 10-point preference must also submit an Application for 10-Point Veterans Preference (SF-15), a letter from the Veterans Administration or a branch of the Armed Forces dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay, or other appropriate documentation listed on the Standard Form 15 (SF-15) Application for 10-Point Veteran Preference (Revised December 2004). For detailed information regarding veteran's preference categories and information on how to obtain forms, please refer to the veterans guide on the Office of Personnel Management (OPM) website at:

<http://www.opm.gov/employ/veterans/html/vetsinfo.asp>

**OTHER INFORMATION:** Applications must be received or postmarked no later than the closing date of this announcement. Failure to submit all required documents may result in a lower rating in the evaluation process. Relocation expenses are not authorized. The announcement number must be indicated on the application package. Applications submitted at the Government's expense will not be considered. This includes those submitted in Government franked envelopes and those transmitted to a Government fax machine. Applications will not be accepted via e-mail or internet. Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to drug testing by urinalysis prior to appointment. If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Identification of promotion potential in this position does not constitute a commitment or an obligation on the part of management to promote the employee selected at some future date. Promotion will depend upon administrative approval and the continuing need for and actual assignment and performance of higher level duties.

Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or nonmembership in an employee organization, or on the basis of personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed earlier in the vacancy announcement. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Department is firmly



committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Competitive status is not required if the person selected is an individual with a disability who is eligible for appointment under Schedule A of the excepted service, or is a veteran who is eligible under the Veterans Benefit Improvement Act of 1984 (as amended), or the direct-hire authority to appoint veterans with service-connected disabilities or 30% or more. Appropriate documentation to support this claim for eligibility will be required.